



The Inns of
Court College
of Advocacy

JOB DESCRIPTION & PERSON SPECIFICATION

Student Data Officer

The Council of the Inns of Court and the Inns of Court College of Advocacy

The Council of the Inns of Court (COIC) is a charity with the object of advancing education in the administration and practice of the law, by promoting high standards of advocacy and by enforcing professional standards of conduct amongst barristers. COIC advances the former through the activities of the Inns of Court College of Advocacy (the ICCA) and the latter through the work of the Bar Tribunals and Adjudication Service (BTAS).

The Bar Course

The ICCA has developed a radically different Bar Course – the essential qualification required for a career as a barrister – with the aim of increasing flexibility, accessibility, affordability and sustaining high standards in the delivery of Bar training.

The ICCA now delivers a not-for-profit two-part Bar Course which features innovative admissions policies to attract a diverse cohort of students. Features of the course are the high-quality materials and a flexible approach to learning, with the knowledge-based content delivered entirely online prior to students commencing the face-to-face skills course.

The Inns of Court College of Advocacy

9 Gray's Inn Square,
London
WC1R 5JD
T: 020 7822 0763
E: info@icca.ac.uk

The Council of the Inns of Court. Limited by Guarantee
Company Number: 8804708
Charity Number: 1155640
Registered Office:
9 Gray's Inn Square, London WC1R 5JD

The Role

Reporting to the Student Planning and Data Manager, the ICCA seeks to appoint a Student Data Officer to support the effective collection, management and use of applicant and student data by:

- working collaboratively with administrative and academic colleagues to ensure that high quality data is collected, maintained and analysed;
- providing essential support to the ICCA's application and student management systems;
- supporting the accurate and timely completion of the ICCA's statutory data returns;
- contributing to the provision of high-quality data reporting and commentary for internal and external stakeholders.

Key Responsibilities:

The Student Data Officer will have responsibility for:

- Operational support of the ICCA's student information (Tribal Group's *ebs*) and application (Action Starter's *HEIapply*) data systems.
- Coordination with internal colleagues and external software suppliers to resolve software issues, ensure system developments are progressed, and appropriate testing takes place following any software updates.
- Delivery of training and support for staff using the ICCA's systems, granting and maintaining appropriate user access permissions.

- Contributing to the completion and dissemination of high-quality data and analysis; both in terms of regular/routine reports, and ad hoc requests from colleagues.
- Support the compilation of statutory data returns as required by the Office for Students, HESA, the Bar Standards Board (the ICCA's regulator) and King's College London (the ICCA's validating academic partner)
- Coordinating system roll-forward for various data sets in student management and application systems to ensure system functionality is maintained.
- Work collaboratively with colleagues to ensure that high quality data is collected and maintained for all aspects of the ICCA's activities, and contribute to the development of business processes, procedures, and working practices to support continuous improvement and efficiency.
- Any other reasonable duties as required, including providing assistance at student events and examinations.

Person Specification:

Essential

- Experience of working with large relational databases, ideally including a student record system.
- Excellent analytical skills with the ability to interpret and clearly present complex data and information.
- Excellent IT skills, including the full Microsoft Office package.
- Sound written and oral communication skills, with the ability to effectively articulate concepts to both technical and non-technical audiences.

- Willingness to quickly learn new software systems and processes.
- Proactive and logical approach to problem-solving.
- Demonstrable experience of working across teams co-operatively and collaboratively.
- Ability to manage multiple projects simultaneously and meet tight deadlines.
- A flexible approach, including the willingness to attend early morning, evening and occasional weekend meetings and events as and when necessary.

Desirable

- Knowledge or involvement with the compilation of HE or other statutory returns.
- An understanding of SQL to produce analytical and business information.
- Experience of working with Tribal Group's products (SITS, ebs).

The Contract

COIC is seeking to appoint the Student Data Officer on a permanent contract. There will be a six-month probationary period.

- Salary £30,000 per annum
- 25 days paid holiday plus bank holidays
- Death in Service Benefit
- 15% Defined Pension Contribution by the employer (after 6 months)
- Private Health Insurance (after completion of probation)
- Flexible/hybrid working

Location: The ICCA is currently based at 33 Chancery Lane, London, WC2A 1EN.

COIC values equality and diversity and is committed to ensuring its processes and procedures are fair, transparent and free from unlawful discrimination.